

HP External Hard Disk Drive Backup Solution by Seagate User Guide



November 2004 (First Edition)
Part Number 373652-001

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About This Guide

This user guide can be used for reference for installing the HP External Hard Disk Drive Backup Solution by Seagate. The HP External Hard Disk Drive Backup Solution by Seagate includes:

- 160 Gigabyte external HDD
- BounceBack Express automatic backup software

Audience Assumptions

To install the BounceBack Express software and the external HDD, it is assumed you have knowledge of:

- Basic Windows file management and administration, such as manipulating files and folders in Windows Explorer
- HP ProLiant servers

Where to Go for Additional Help

In addition to this guide, the following information sources are available:

- *HP ProLiant ML110 Server User Guide*
- *HP ProLiant ML150 G2 Server User Guide*

These documents can be found on the documentation CD provided with your server.

Telephone Numbers

For the name of the nearest HP authorized reseller:

- In the United States, call 1-800-345-1518.
- In Canada, call 1-800-263-5868.

For HP technical support:

- In the United States and Canada, call 1-800-HP-INVENT (1-800-474-6836).
- Outside the United States and Canada, refer to <http://www.hp.com>.

Introduction

The HP External Hard Disk Drive Backup Solution by Seagate and BounceBack Express software enable you to create regular backups of your server data and store the data on the Seagate external HDD. The data stored on external HDD is fully recoverable and can be loaded onto the server in a recovery situation.

This guide provides the following information:

- Connecting the external HDD to the HP ProLiant ML110 or HP ProLiant ML150 G2 servers
- Installing the BounceBack Express automatic backup software
- Performing regular and scheduled backups using the Bounceback Express automatic backup software
- Restoring backup data from the external HDD to your HP ProLiant servers
- Upgrading the backup software from BounceBack Express to BounceBack (optional)

BounceBack Express Software

Use the BounceBack Express software to back up and recover server data. The first time that you connect the external HDD to your computer, the software automatically launches a backup of the server data.

BounceBack Express is designed to support the HP External Hard Disk Drive Backup Solution by Seagate.

You can upgrade your backup software from BounceBack Express to BounceBack. The full version of BounceBack software includes a full disaster-recovery option enabling recovery from a server hard drive failure, as well as accidental deletion or corruption of files. It also includes an advanced restore program, file versioning, file synchronization between multiple servers, and a background backup feature.

Features of BounceBack Express

BounceBack Express has the following key features:

- Automatically begins a full backup of the external HDD after the BounceBack Express software installation is complete.

- Creates backup data files in “native file format”—no special software is needed to view files or data.
- Enables you to select specific data for backup by drive, folder, file, or file type.
- Completes backups based on a customizable schedule. Backups can be scheduled at a specific time and can be performed daily, weekly, or monthly.
- Automatically launches subsequent backups whenever an external HDD is attached.
- Supports external storage system data management.

Hardware Requirements

The HP External Hard Disk Drive Backup Solution by Seagate, BounceBack, and BounceBack Express software are compatible with the following HP servers:

- HP ProLiant ML110 server
- HP ProLiant ML150 G2 server

Operating System Requirements

The HP External Hard Disk Drive Backup Solution by Seagate, BounceBack, and BounceBack Express software are compatible with the following operating systems:

- Microsoft® Windows® 2003
- Windows 2003 SBS

Installation Procedures

Connecting the External HDD to the Server

To connect the external HDD to the server:

1. Connect AC power to the power supply and appropriate wall socket.
2. Power on the power supply.
3. Power on the external HDD and verify the power light is on.
4. Connect the USB cable between the external HDD and the server.

Installing the BounceBack Software

IMPORTANT: When you connect the external HDD to the server, HP recommends that you choose “Default Backup.” For BounceBack users, this is the best and preferred method to create a complete (full) backup of your server hard drive.

To install the BounceBack Express software:

1. Insert the BounceBack CD into the CD-ROM drive and close the drive.
2. The BounceBack menu will open automatically. Click **Install** from the BounceBack menu.

3. Read the License Agreement window and select **Yes** to agree to the terms of the agreement. The BounceBack Express software installation will begin.



4. Select **Yes** to indicate the presence of the external HDD.



NOTE: If the external HDD is not detected, the software will prompt you to connect the drive.

After the external HDD has been selected, the software continues to scan the source drive for how much data is being backed up. This number is used to determine how long the first backup will take.

After the size of the backup has been determined, the estimated file size and completion time will display.



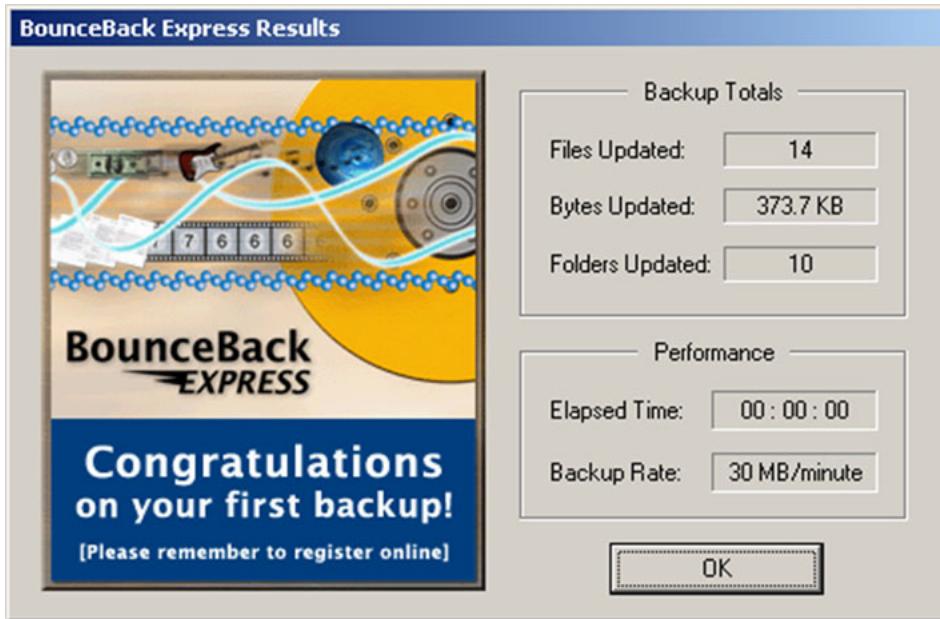
Running Your First Backup

You can now decide to run your first backup immediately, delay until a more suitable time, or change the backup settings.

- **View Settings**—Launches the BounceBack setting program and will display the default backup settings. For information on how to change the default backup settings, refer to “Configuring BounceBack Express.” If a change is made, the software will resize and display new timing information.
- **Backup Later**—Immediately concludes the installation process.
- **Perform Backup**—Launches an immediate backup and will run to completion. This will conclude the installation.

To run your first backup:

1. Select **Perform Backup**. BounceBack Express will start a complete backup of your server's data. When the backup is complete, you will see a window similar to the following.



2. Select **OK**.

Running Additional Backups

The external HDD should remain connected to the server at all times. If the server and external HDD are disconnected, the BounceBack Express software will automatically scan the server for any new files or modified ones upon reconnection, and automatically back up new or modified files to the external HDD. The following backup options are also available:

- To manually run a backup using the default settings, click the BounceBack icon in the taskbar and select **Launch BounceBack Backup**.
- To turn off the Auto Launch feature, click the BounceBack icon in the taskbar, and select **Disable BounceBack Launcher**.
- To create customized backups, refer to “Customized Backups.”
- To create scheduled backups, refer to “Scheduling Backups.”

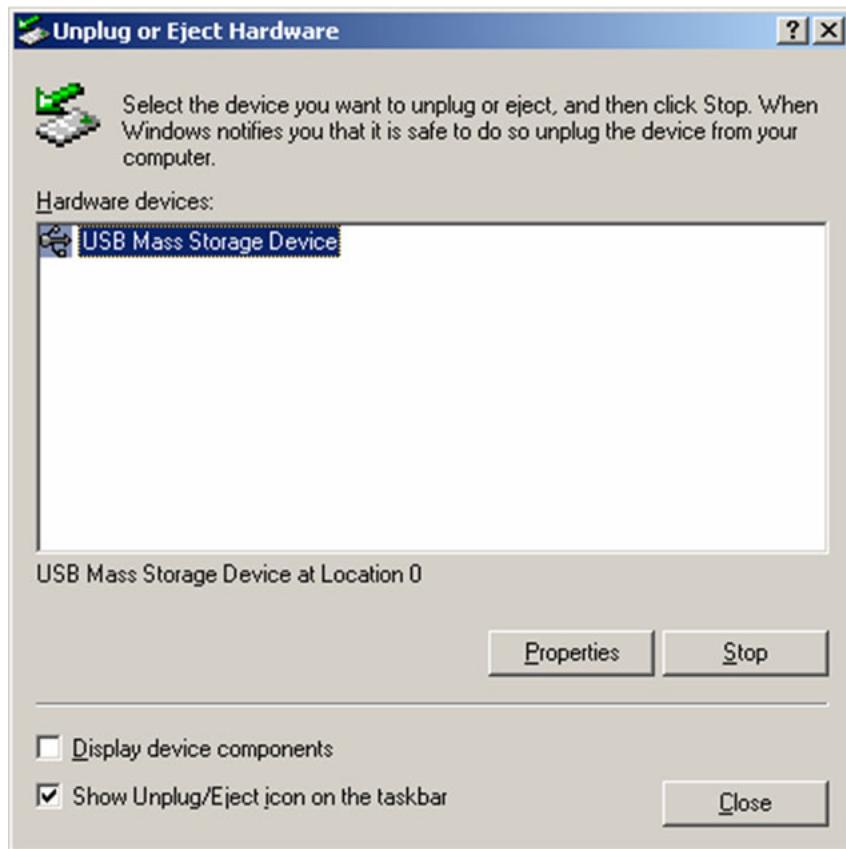
Disconnecting the External HDD



CAUTION: Do not disconnect your drive while it is backing up your files—data loss and corruption will result.

It is important to stop the device before physically disconnecting it from the server.

1. Double-click the removable media icon  in the Windows taskbar.
2. Select **Stop**.



3. When you see the “You may safely remove this device” message, you can disconnect the USB cable connecting the external HDD to the server.

Uninstalling BounceBack Express

To completely remove the BounceBack Express software from your system:

1. Click **Start>Settings>Control Panel**.
2. Select **Add/Remove Programs**.
3. Highlight **BounceBack Express** and click **Add/Remove**.
4. Follow the on-screen instructions to completely remove the software and components from your system.

Upgrading to BounceBack

To upgrade your copy of BounceBack Express to BounceBack, access the CMS Peripherals, Inc., website at <http://www.cmsproducts.com/seagate/upgrade> to purchase and download BounceBack. Follow the instructions in “Installing the BounceBack Software” to complete the upgrade.

The BounceBack software will retain all backup settings previously configured using BounceBack Express.



CAUTION: If you have previously used BounceBack Express to back up data from the server, do not select the option to reformat the external HDD during the upgrade to BounceBack. You will lose all previously backed up data on the external HDD.

Configuring the Software

The BounceBack Express software can be configured to create custom backup data sets.

BounceBack Express Software

The BounceBack Express software gives you complete control over the data you choose to back up. Use BounceBack Express to:

- Select files and directories to back up, or exclude them from a backup.
- Change the drive letters for the external HDD.
- Set backup reminders and view a backup log.
- Create backup sets (files, directories, or folders) for scheduled backups.
- Restore lost or altered files easily to their original or alternate locations.

After the initial installation and complete backup, each time you connect your backup drive, BounceBack Express scans your system disk for any new files or modified ones, and automatically backs them up to the external HDD.

Configuring BounceBack Express

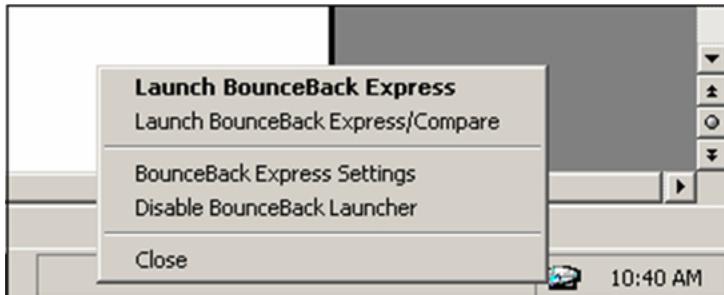
BounceBack Express Launcher

Each time you connect the external HDD to the server, the BounceBack Express Launcher automatically starts a backup. The BounceBack Express Launcher will also:

- Detect the external HDD when you connect it to your system and automatically back up any modified or new data.
- Enable or disable the automatic backup feature upon power up of your system.
- Start a backup manually.
- Start a backup with the compare feature, which displays for you the changed or altered files before backing them up.

Launch programs included with the BounceBack Express software (BounceBack Express Settings, and so on).

1. Click the BounceBack icon to view the BounceBack Launcher menu. You can right-click or click the icon.



2. Use the commands in the BounceBack Launcher menu for the following tasks:
 - Launch BounceBack Express—Starts a backup immediately.
 - Launch BounceBack Express/Compare—Starts a backup immediately and displays all changed or altered files for your review before backing up.
 - BounceBack Express Settings—Enables you to configure various backup settings.
 - Enable/Disable BounceBack Launcher—Toggles between enabling and disabling the launching of an automatic backup each time you connect the external HDD to your system.
 - Close—Exits the BounceBack Launcher software and removes the icon from the taskbar. To restart BounceBack Launcher, you must select **Start>Programs>BounceBack Express>BounceBack Launcher**.

Accessing the BounceBack Express Components

To access the BounceBack components, select **Start>Programs>BounceBack Express>BounceBack Backup**.

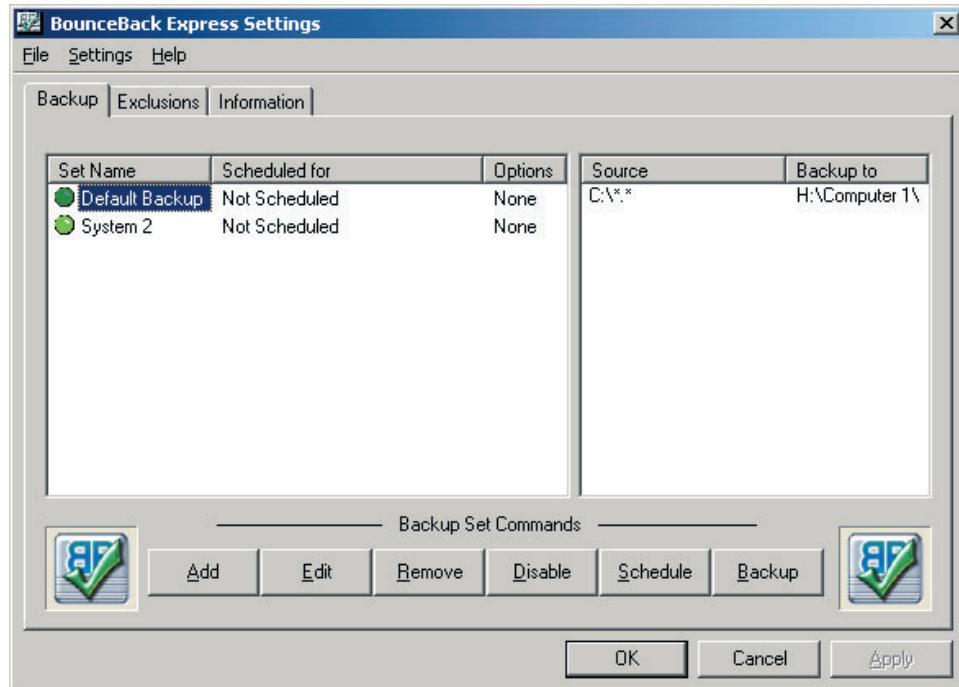
Use the software components in the BounceBack Backup menu for the following tasks:

- BounceBack Backup—Starts a backup immediately.
- BounceBack Launcher—Starts the BounceBack Launcher.
- BounceBack Reminder—Informs when you last performed a backup.
- BounceBack Settings—Opens the BounceBack Backup Settings program, where you can configure and customize your backups.
- BounceBack TechRepair—Opens the BounceBack Backup TroubleShooter program. This program enables technical support to assist you with problematic computers or installations. It also provides access to the backup log files.

Running Customized Backups

The BounceBack Express Settings program is used to fully customize a backup set. There are two ways to access BounceBack Express Settings:

- Right-click the BounceBack Launcher icon in the taskbar and select **BounceBack Express Settings**.
- Select **Start>Programs>BounceBack Express>BounceBack Express Settings**.



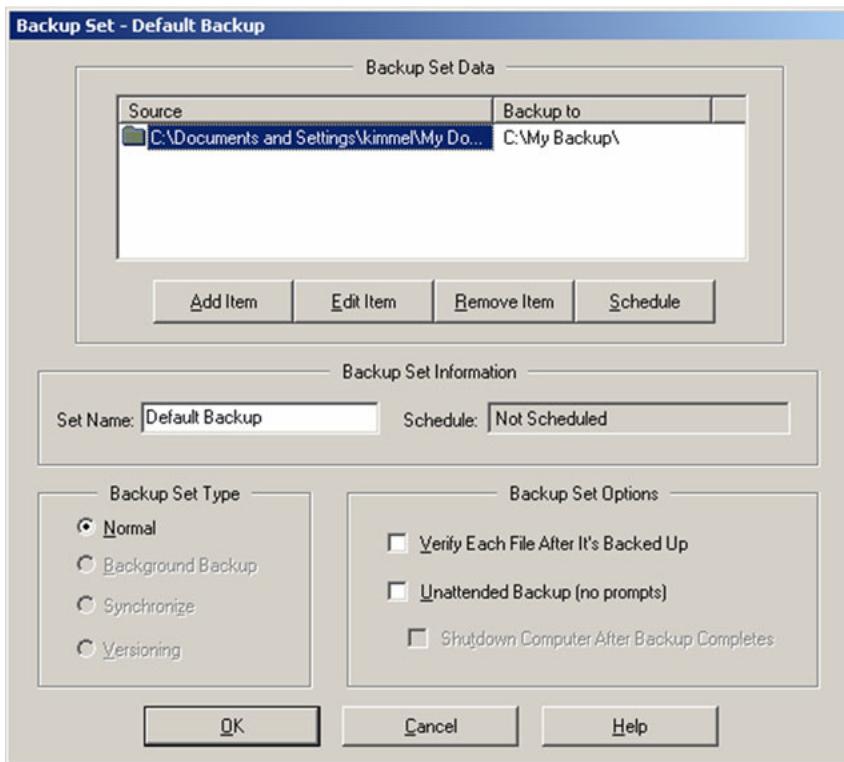
The following tabs are available in BounceBack Express Settings:

- **Backup**—Create, organize, and schedule data sets for automatic backup.
- **Exclusions**—Exclude drives, folders, or files from a backup or a backup set (refer to “[Excluding Data from the Backup Process](#)”).
- **Information**—View information about your external HDD and change the drive letter (refer to “[Information Tab](#)”).

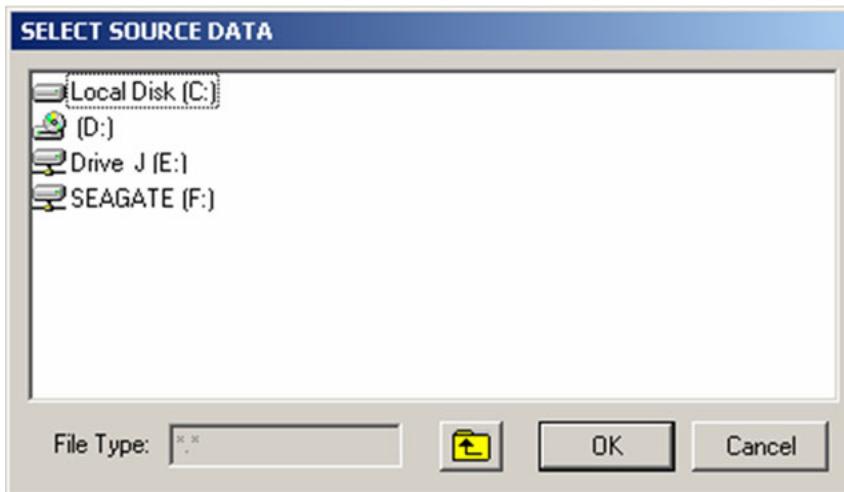
Adding Items to the Backup

Complete the following steps to add a drive, folder, or individual files to the backup:

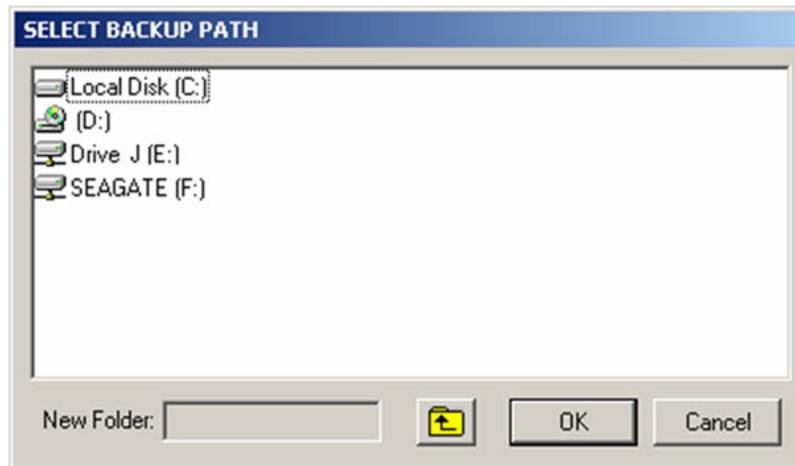
1. From the Backup tab, select **Edit**.



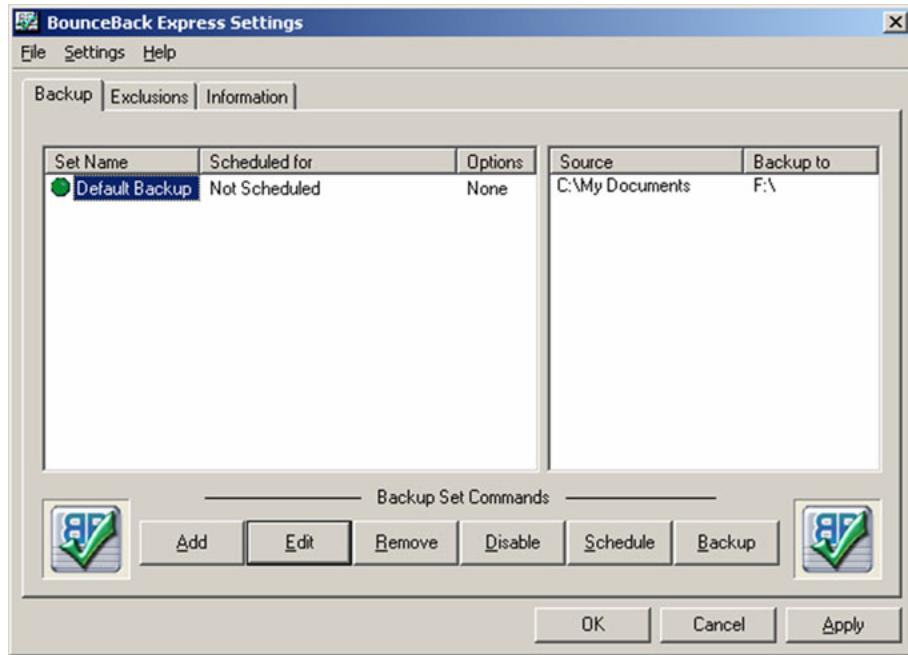
2. Select **Add Item** to display the **Select Source Data** window. You can navigate to your drives, folders, and files in this window just as you would in Windows Explorer.



3. Select the drive or folder you want to back up and click **OK**. You can selectively back up files of certain types by entering a file extension into the **File Type** field. For example, *.doc. You can also add new file folders by selecting the appropriate drive icon and entering a folder name into the **New Folder** field.
4. The **Select Backup Path** window opens, where you can select the destination for your data to be backed up. The drive letter assigned to the external HDD will be pre-selected.



5. Change the backup drive selected, if necessary, and click **OK**. After you add new items, BounceBack Express Settings displays the source files and destination locations for the backup as shown in the following image.

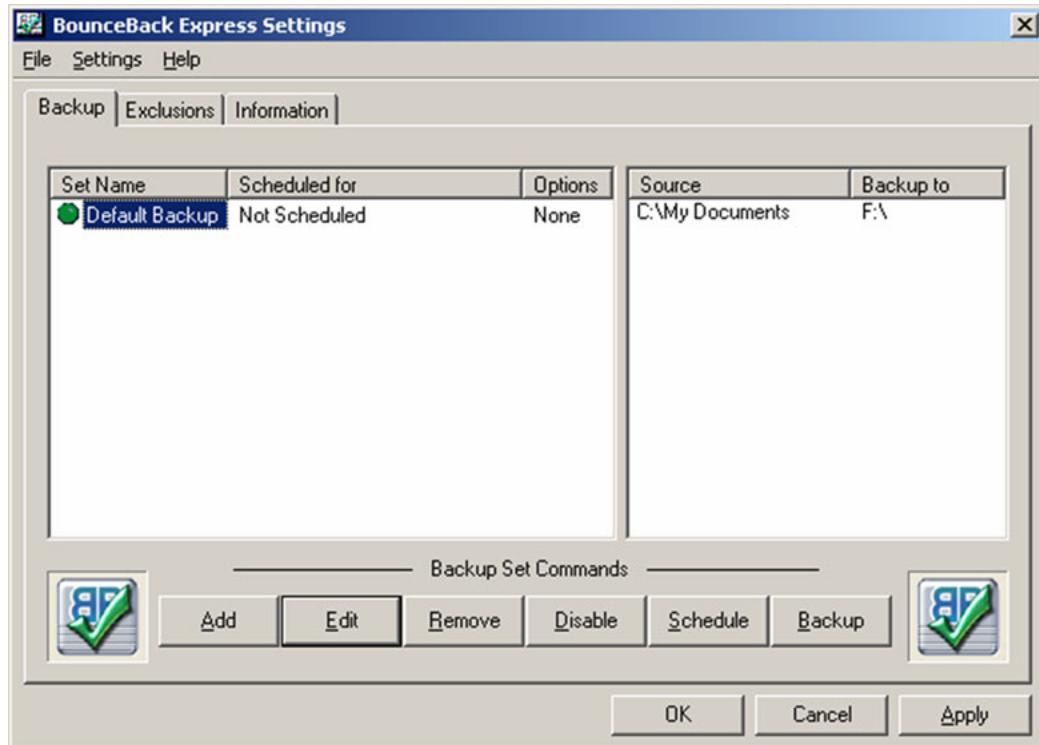


NOTE: You can double-click the drive icon and enter a folder name into the **New Folder** text box. This step can help you organize your data by backing it up into folders on the external HDD.

Changing the List of Items for a Backup

After selecting drives, folders, or files for backup, you might want to make changes to the list:

1. From BounceBack Express Settings, click **Backup**.
2. Select the item you want to change and click **Edit**.



3. Click **Edit Item** from the Backup Set window.
4. Select the drives, folders, or files you want to back up and click **OK**.
5. In the **Select Backup Path** window, navigate to the desired location on the external HDD for the backup to be created, and click **OK**.
6. Select the **Backup Set Options** and set a **Backup Schedule**, as needed.

Removing Backup Sets

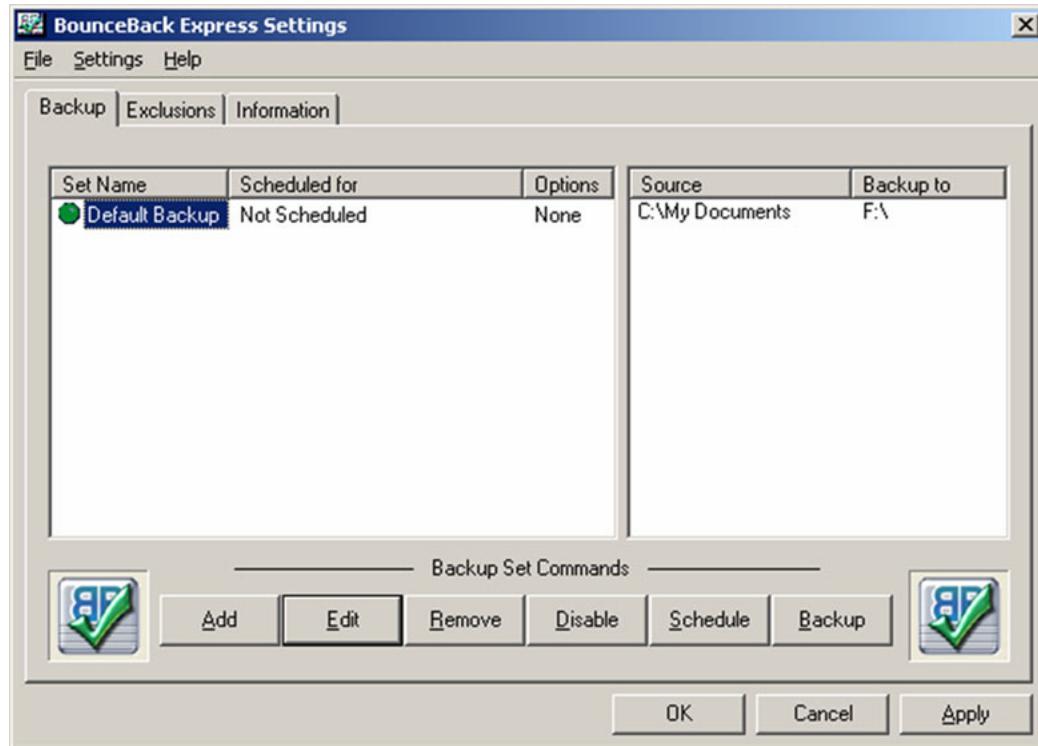
Use the **Remove Item** button to delete items from a backup:

1. From BounceBack Express Settings, select the **Backup** tab.
2. Select the item you want to delete from a backup and click **Remove Item**.

Disabling a Backup Set

To disable a backup set without deleting it:

1. From BounceBack Express Settings, select the **Backup** tab.
2. Select the item you want to delete from a backup.
3. Click **Disable**—the button to the left of the Set Name will change to red. The **Disable** button will now change to **Enable** when the disabled set is highlighted.

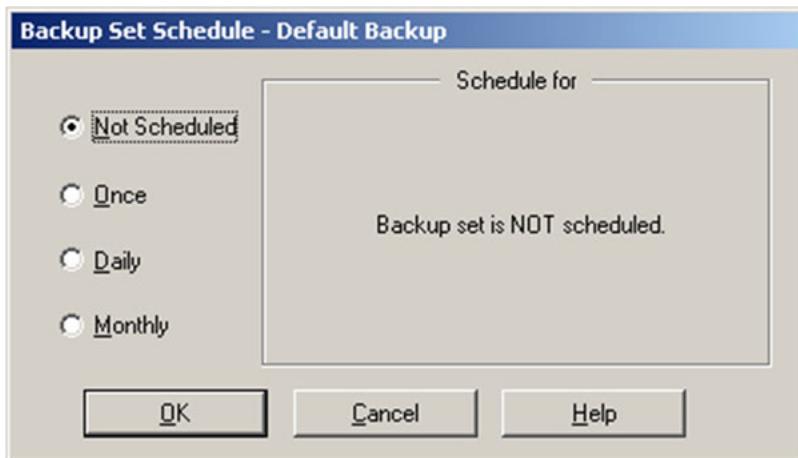


Scheduling a Backup in BounceBack Express

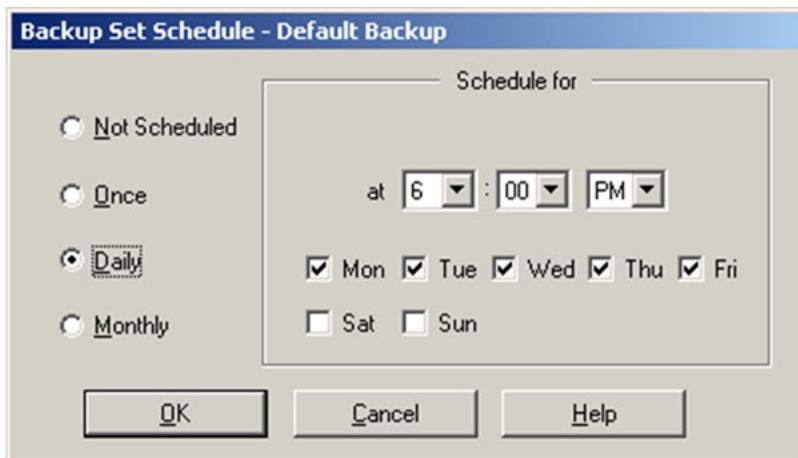
Scheduling has been reduced to a few keystrokes and the only prerequisite is to have a data set to schedule. The method to schedule is as follows:

1. In the BounceBack Express Settings program, select the **Backup** tab.
2. Select the backup **Set Name** you want to schedule.

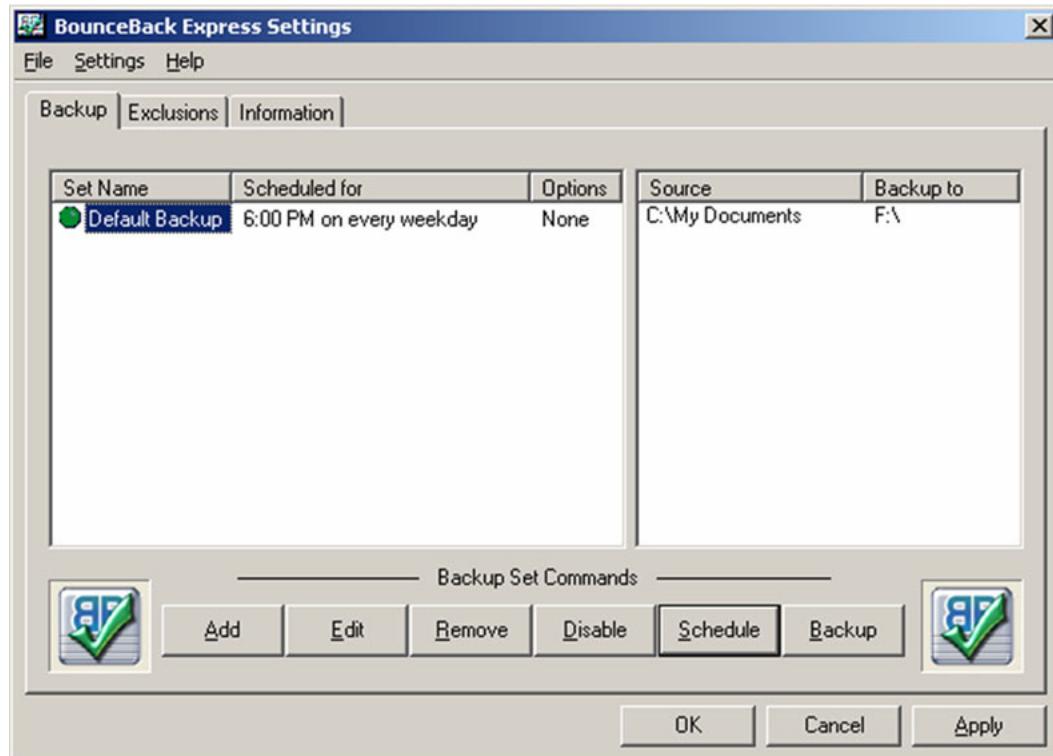
3. Click **Schedule** to display the following dialog box.



4. Select a backup schedule option from the **Backup Set Schedule** window. The following options are available:
 - Not Scheduled—Default selection
 - Once—Schedule a single backup by date and time
 - Daily—Schedule a daily backup by date and time
 - Monthly—Schedule a monthly backup by date and time
5. In the following example, the backup is scheduled for 6:00 pm Monday through Friday. After you have set your scheduling requirements, click **OK** to save the schedule.



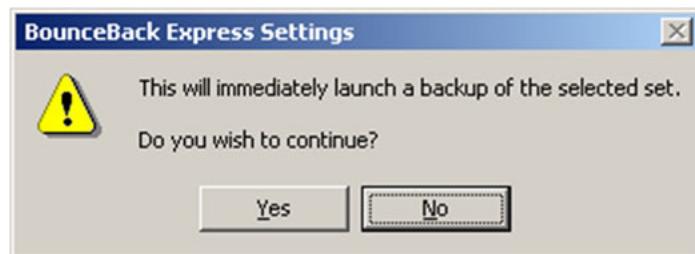
- After you have set the backup schedule, the schedule details will display under “Scheduled For” in the **Backup** tab. Schedules can be changed at any time. If a scheduled event is missed because the system is powered off, you will be informed of the missed backup when the system is powered on. You will be prompted to start one immediately or wait until a more convenient time.



Launch a Backup from the BounceBack Express Settings Program

In the main window of BounceBack Express Settings, there is a backup option. This option enables you to highlight any backup **Set Name**, regardless of the enable/disable setting, and launch only that data set backup. To launch the backup:

- From BounceBack Express Settings, select the **Backup** tab.
- Select the backup **Set Name** you want to schedule.
- Click **Backup** to display the following dialog box.

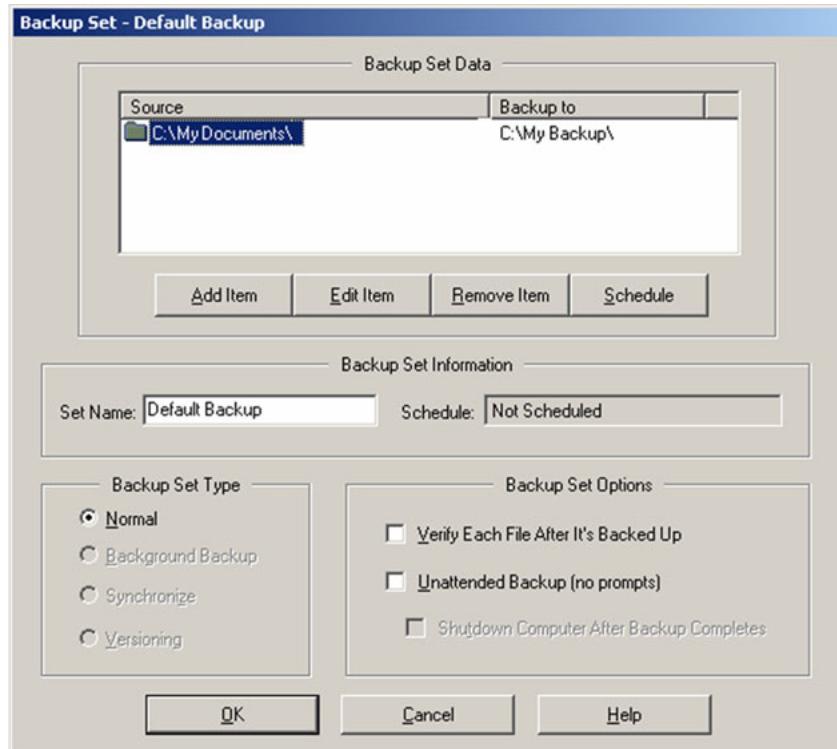


- Click **Yes** to continue the backup or **No** to cancel the backup.

Setting BounceBack Express Options

BounceBack Express is initially installed with many default options. To review and change options for each data set:

1. In the BounceBack Express Settings program, select the **Backup** tab.
2. Select the backup **Set Name** you want to schedule and click **Edit**.



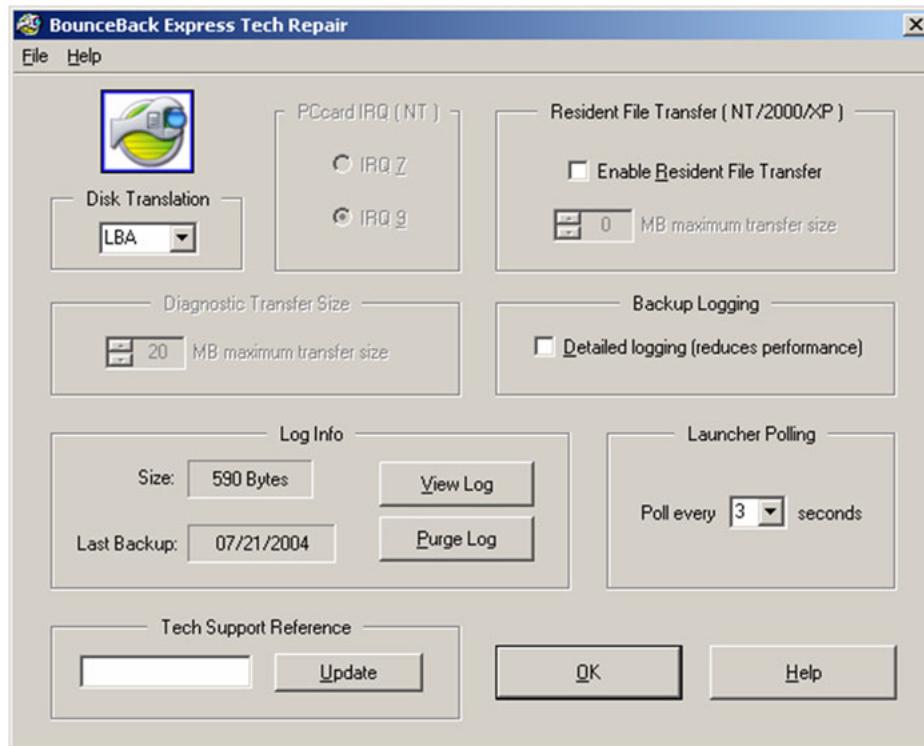
3. The options available to all data sets are:
 - Add Item—Enables you to add drives, folders, files, or file types to the backup set.
 - Edit Item—Enables you to change the highlighted data from an existing path to another.
 - Remove Item—Deletes the complete highlighted data path.
 - Schedule—Launches the schedule setup dialog. Schedules can be set monthly, weekly, daily, or as single events. Schedules that have been set are displayed in the **Backup Set Information** area of the window.
 - Set Name—Each backup set should have a unique name. BounceBack Express automatically creates the data set with the name “Default Backup.” Additional data sets are named “Set 2,” “Set 3,” and so on. Backup Set Names are displayed in the **Backup Set Information** area of the display. By moving the mouse cursor over this text box, you can enter any name for your backup set.
 - Backup Set Options—These options are set individually for each backup set:

- Verify—This option will display a progress bar during the backup. Each file will be verified after it has been backed up against the source file. Verifies take a slightly shorter time than backup operations because no writing to the hard drive is required.
- Unattended Backup—Select this option if you want BounceBack Express to run without any user interaction. This option is not utilized if the Launch BounceBack Express Compare feature is selected.
- Shutdown Computer on Completion of Backup—Select this option if you want BounceBack to shut down your computer after it performs a backup. It will not prompt you before it shuts down your system.

Viewing the Log File

The BounceBack TechRepair feature is used to facilitate many technical support functions for multiple versions of BounceBack software. The two items that apply to all BounceBack versions are **Backup Logging** and **Log Info**.

To launch BounceBack TechRepair, select **Start>Programs>BounceBack Express>BounceBack TechRepair**.



- Backup Logging has one option, **Detailed logging**. When this option is selected, every file backed up will be listed in the log file. This option is not recommended for normal use.

- The Log Info group displays the size and last date BounceBack Express was accessed. The log file is appended each time BounceBack Express backs up your data. It also shows its size and the date of your last backup.
 - View Log—Displays the log file summarizing the statistics of every completed backup.
 - Purge Log—Deletes the log file.

Data Recovery

Recovering Data

The BounceBack Express software enables you to quickly recover lost data. There are two ways to recover data:

- By dragging and dropping the files in Windows Explorer.
- By using the Compare List from the Launch BounceBack Express/Compare command in the BounceBack Launcher task bar menu.

Restoring Files Using Windows Explorer

You can use Windows Explorer to drag and drop files from the external HDD to your system drive. You must know which files you want to recover to use this method.

1. Select **Start>Programs>Accessories>Windows Explorer**.
2. Double-click the appropriate external HDD.
3. Select the folders or files on the external HDD that you want to recover.
4. Save the folders or files you want to recover by dragging your selections to the appropriate server drive.

NOTE: The “My Computer” program of Windows can also be used to restore files using the same drag-and-drop method described previously.

Restoring Files Using the Compare List

When you start a backup by selecting **Launch BounceBack Express/Compare** from the BounceBack Launcher, the BounceBack software compares the files on your system disk with the ones stored on the external HDD, and enables you to view the files that were deleted from your server.

1. Select **Launch BounceBack Express/Compare** from the BounceBack Launcher icon menu.
2. Allow the backup scan to complete. This might take a few minutes.
3. Click **View Changes**.

4. In the Backup Comparison Results window, select **Deleted Files** from the View menu. This displays all files and folders that are deleted from your server, but found on the external HDD. Selecting **Changed Files** will display files existing on both the server and external HDD, but are different.
5. To recover all deleted files, click **Restore**. To recover specific files, select the ones you want to recover and then click **Restore**.

Preparing for a Disk Crash

The HP External Hard Disk Drive Backup Solution by Seagate provides a “hands-off” backup solution. However, if you disable the automatic backup, and do not complete manual backups on a regular basis, you will not be able to recover data that you have added to your system since the first full backup.

Several different backup strategies can be implemented:

- Set a reminder to back up your system daily, weekly, or monthly.
- Configure BounceBack Express to back up your system every time you connect the external HDD to the server.
- Configure BounceBack Express to complete regularly scheduled backups.

Checklist

To prepare for a complete disk crash, verify the following guidelines:

- BounceBack Express completed a full backup of the system when the software was installed.
- Backups were completed on a regular basis.
- You are familiar with the documentation shipped with the external HDD.

If you follow these guidelines, you can recover from a complete disk crash.

Recovering from a Disk Crash

If you followed the guidelines in the “Checklist” section, you will be able to recover from a complete system disk failure.

Using the External HDD with a New Server

You can connect your external HDD to any supported server with a compatible operating system to recover and access data previously backed up on another server.

1. Connect the external HDD to the server.
2. If necessary, reinstall the BounceBack Express software. Be sure to check the **Disable Disaster Recovery** box and do not perform a backup when the installation is complete.



CAUTION: Be sure to select **Disable Disaster Recovery** as you need to preserve the data already on the external HDD. After your recover the data you lost, then you can start a full backup.

3. Right-click on the BounceBack Express icon in the taskbar and select **Launch BounceBack Express/Compare**.
4. Click **Restore** in the **BounceBack Comparison Results** window.
5. Repeat step 4 until no “Deleted” files display.

NOTE: You can also use Windows Explorer to recover data by dragging files from the external HDD to the server drive.

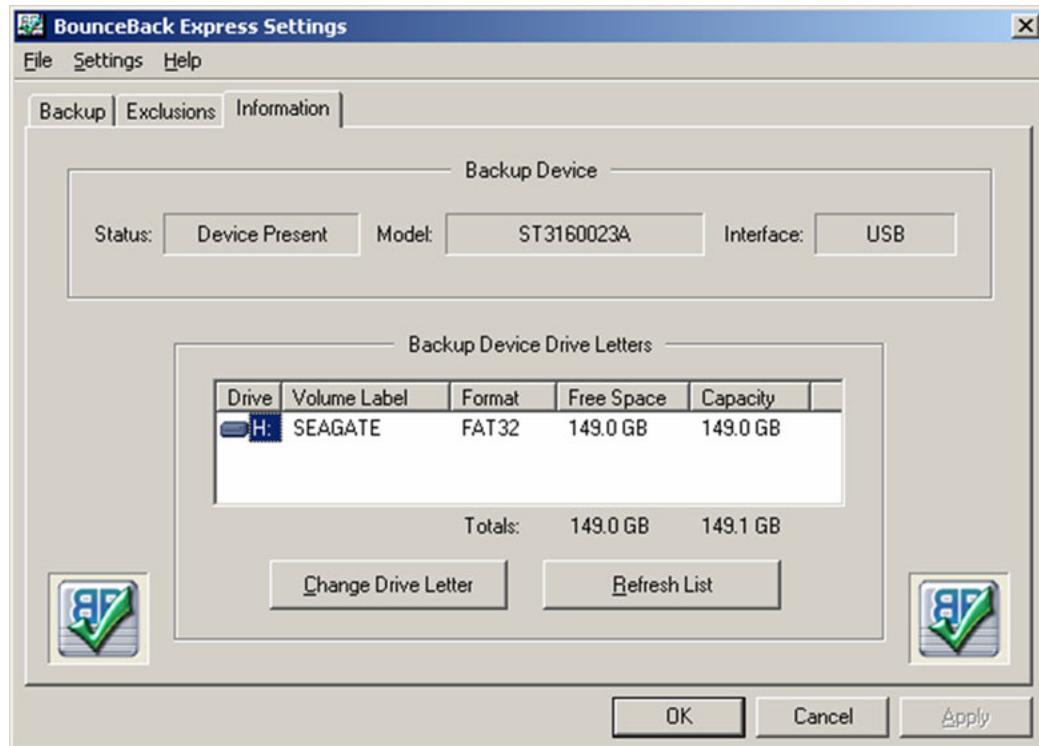
Managing the HP External Hard Disk Drive Backup Solution by Seagate

This section contains information regarding maintenance and tasks frequently required to ensure proper operation of the HP External Hard Disk Drive Backup Solution by Seagate.

Changing the External HDD Letter

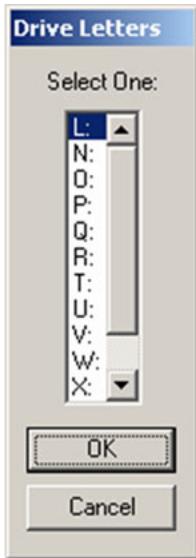
Information Tab

From the **Information** tab in the BounceBack Express Settings Program, you can change the external HDD letters, or view information about the external HDD.



By default, BounceBack Express assigns the next available drive letter to the external HDD. You can change the drive letter for the external HDD to another letter with the **Change Drive Letter** button:

1. Select the drive letter in the list that you want to change.
2. Click **Change Drive Letter**. BounceBack Express only displays drive letters that are not already used on the system.



3. Select the new drive letter and click **OK**.

NOTE: Click **Refresh List** in the **Backup Device Drive Letters** section if the partition information does not update automatically.

Removing Deleted Files from the External HDD

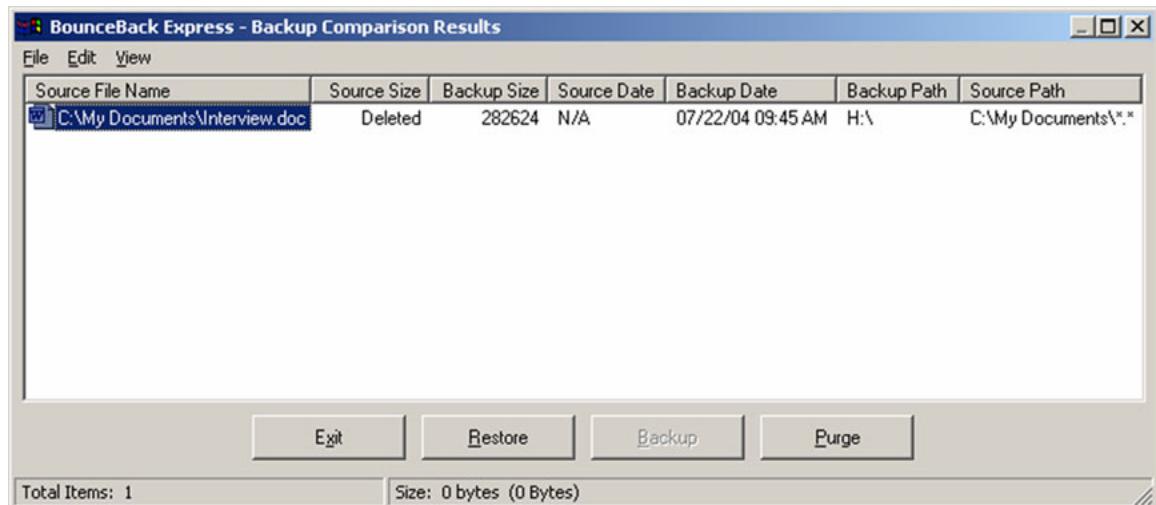
When you start a backup by selecting the **Launch BounceBack Express/Compare** option from the **BounceBack Launcher** menu, BounceBack Express compares the files on your system disk with the ones stored on the external HDD and gives you an opportunity to view the files that are deleted from your system drive.

1. Select **Launch BounceBack Express/Compare** from the BounceBack Launcher icon menu.
2. Wait a few minutes for the scan to complete.

- Click **View Changes** in the BounceBack Express window.



- In the Backup Comparison Results window, select **Deleted Files** from the **View** menu. This displays all files and folders that have been deleted from your system disk, but still exist on the external HDD.



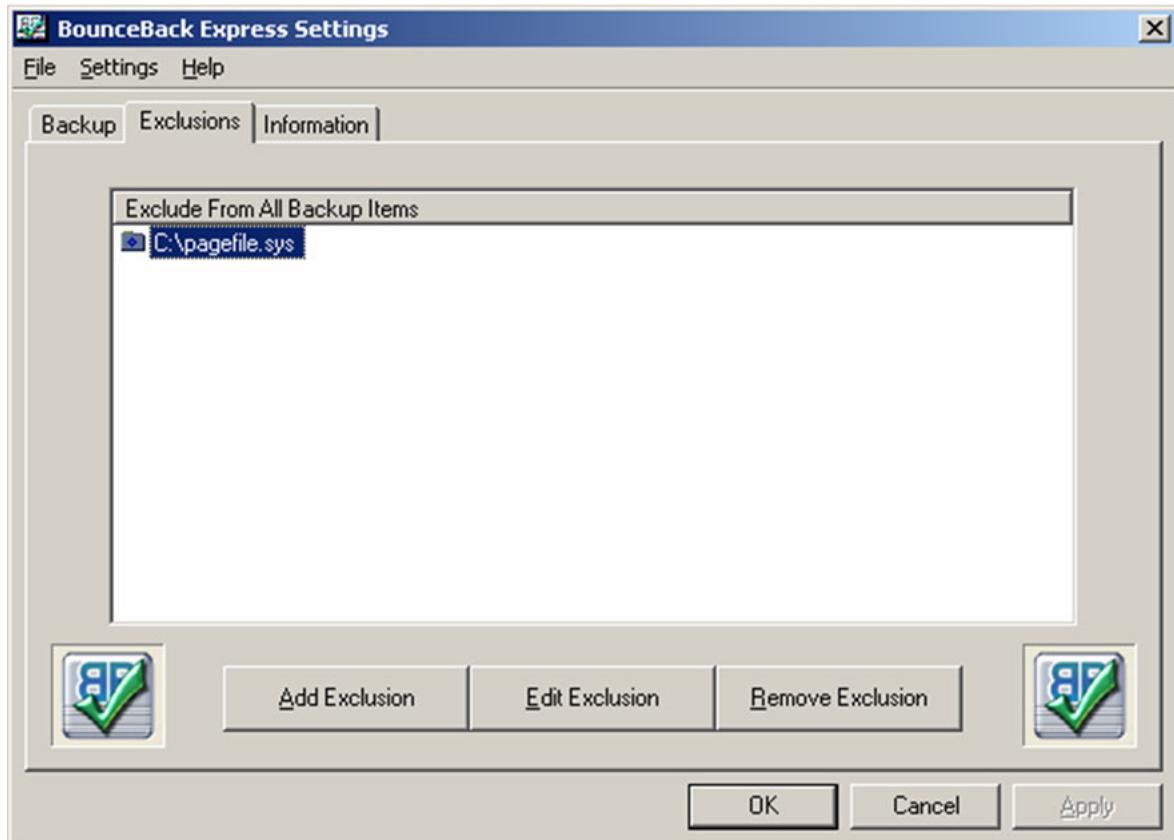
- Click **Purge** to delete those files and file folders that have already been deleted from your hard drive, or select the ones you want to delete and then click **Purge**.

Excluding Data from the Backup Process

Use the **Exclusions** tab in **BounceBack Express Settings** to selectively exclude drives, folders, or files from a backup. You might want to exclude excessively large files or folders to speed up the backup process.

To exclude data from a backup:

1. Select **Add Exclusion**, or select an existing item in the Exclusions tab and click **Edit Exclusion**.



2. Select a drive letter to exclude or double-click the drive letter to find the folders or files you want to exclude from the backup. Multiple items can be highlighted for selection.
3. Select **OK**. Your excluded items are added to the list on the Exclusions tab, and will not be included in the backup.

NOTE: When you add an item to the excluded list after the initial backup, that item will still exist on the external HDD. Subsequent backups done after the full backup are only incremental backups and will only back up the files that have changed since the previous backup.

Removing an Item from the Backup Exclusions

To enable BounceBack Express to back up an excluded item, you must remove the item from the Exclusions list.

1. Select the item you want to remove from the Exclusions list.
2. Select **Remove Exclusions**.
3. The selected items are removed from the list and included in future backups.

Advanced Backup Options

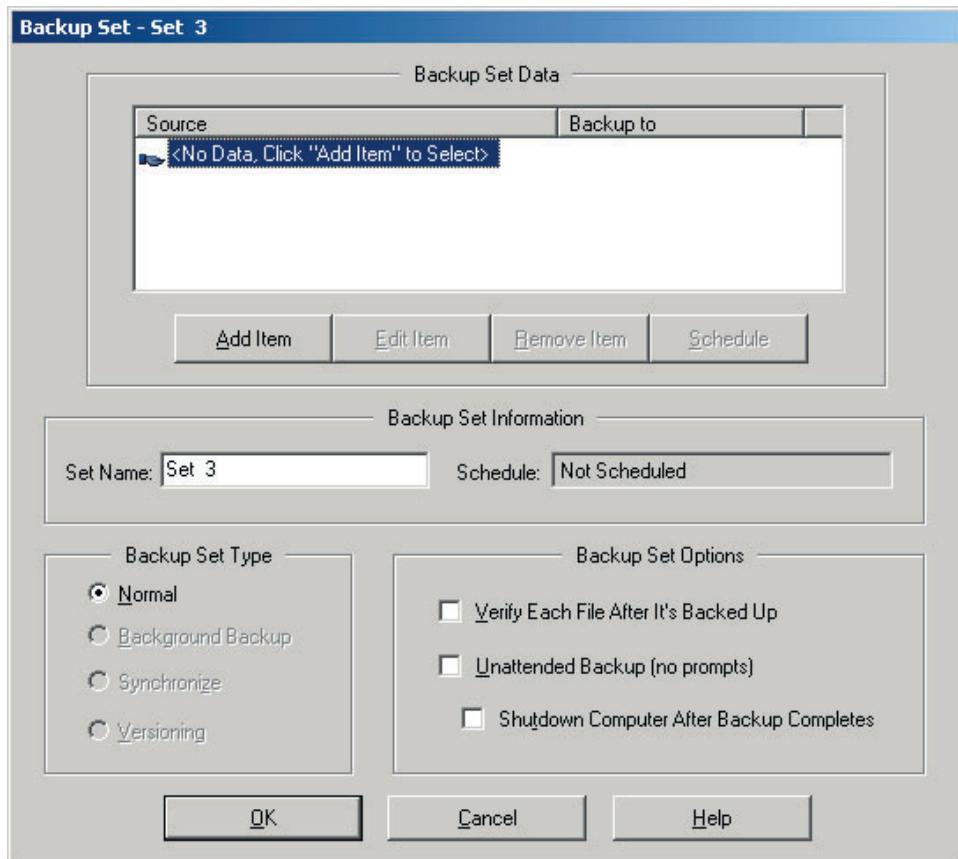
Creating Backup Sets

A Backup Set can contain one or more drives, folders, or files of a specific type in a folder. You can also combine a folder on one drive (for example, C:\My Documents) with another folder on a different drive, or the entire drive (for example, D:\) into the same backup set.

To create a backup set:

1. Start the BounceBack Express Settings program.

- Click **Add** to open the Backup Set window.



NOTE: When you create Backup Sets, the software automatically increments the name for each Backup Set as “Set 2,” “Set 3,” and so on. You can change these names to names with more meaning, or names that remind you of what is included in the Backup Set.

- In the Backup Set Items window, enter a name that describes the Backup Set in the Set Name text box.
- Select the Backup Set Types you would like for this set:
 - None
 - Background Backup

NOTE: The Backup Set window displays a Source column and a Backup to column. The Source column represents the data on the hard disks of your server. The backup to column represents the data on the external HDD.

- Select the Backup Set Options you would like for this set:
 - Verify
 - Unattended
 - Shutdown
- Click **Add Item** to access the Select Source Data window.

7. In the Select Source Data window, select the drives, folders, or files you want to add to the Backup Set and click **OK**.
 8. In the Select Backup Path window, select the external HDD and click **OK**.
- NOTE:** When selecting a source to back up, multiple items can be highlighted and selected at the same time. When selecting a backup path, only one item can be highlighted for selection.
9. If desired, select a backup schedule (refer to “Scheduling Backups” for more information).
 10. The Backup Set items window displays the drive and folder (for example, C:\My Documents) under the Source column. The Backup to column displays the drive letter for the external HDD. There is no limit to the number of Backup Items a Backup Set can contain.

Changing a Backup Set

You can add or remove drives, folders, or files from a Backup Set at any time, or change the schedule. To change the contents or schedule of a Backup Set:

1. Select the Backup tab in BounceBack Express Settings.
2. Select the name of the Backup Set you wish to change.
3. Click **Edit Set**.
4. Make the changes in the Backup Set Items window.

Removing a Backup Set

To remove a Backup Set from the BounceBack Backup Settings program, simply highlight the Backup Set name and click **Remove Set**.

Disabling a Backup Set

You can temporarily disable a Backup Set. Highlight the name of the Backup Set in the BounceBack Backup Settings program and click **Disable**. Disabled Backup Sets appear with a red icon next to the “Set Name.”

Scheduling Backups

Using the Automatic Backup Scheduler

BounceBack Express has a scheduling feature to further automate your data backups. You can group drives, folders, or even files of a certain type into a Backup Set. You can determine if you want the Backup Set to always be backed up when you connect the external HDD, or on a weekly or monthly basis.

For example, you might have files and folders that change daily, so you want this data to be backed up each time you connect the external HDD to your system. Program files and data that you rarely access can be backed up on a monthly or weekly basis. This added power gives you more control over which drives and directories are backed up and when.

Scheduling a Backup to Launch When the External HDD is Connected

The external HDD should always remain connected to the server. If the external HDD is disconnected, the BounceBack Express software is configured to automatically launch a backup when the external HDD is reconnected to the server. To change this default setting:

1. Select the Backup Set in the Backup Set tab of the BounceBack Express Settings program.
2. Click **Schedule** and select a scheduling option:
 - Always—When selected, BounceBack will automatically launch a backup each time the storage device is connected to the server.
 - Daily—When selected, BounceBack will automatically launch a backup when the storage device is connected to the server. This option requires you to select a day of the week (multiple days can be selected).
 - Monthly—When selected, BounceBack will automatically launch a backup monthly when the external HDD is connected to the server. This option requires you to select a specific day of the month.

NOTE: Changing the default option will configure your external HDD to automatically only on this day of the month. This will enable you to connect your external HDD to your computer without auto launching a backup, except on the date that you scheduled.

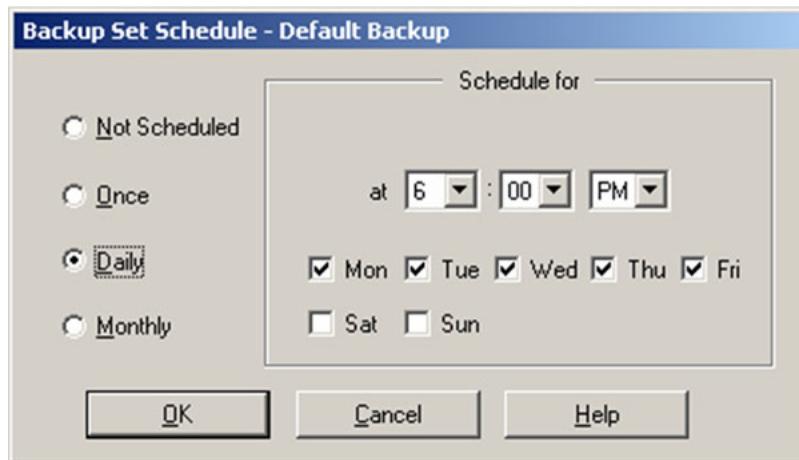
3. Click **OK** to save the settings.
4. Click **OK** to return to BounceBack Express Settings. The new schedule you selected will now be displayed in the “Scheduled For” column next to the backup set.

Scheduling a Backup if the External HDD is Always Connected

The external HDD should always remain connected to the server.

1. Start BounceBack Express Settings and click **Options**.
2. Click **Advanced Options**.
3. Select **External HDD is Always Present for Scheduled Backups** and click **OK**.
4. Click **Apply**.
5. Select the **Backup Sets** tab and select the set you want to schedule.

- Click **Edit Set** and then click **Schedule**.

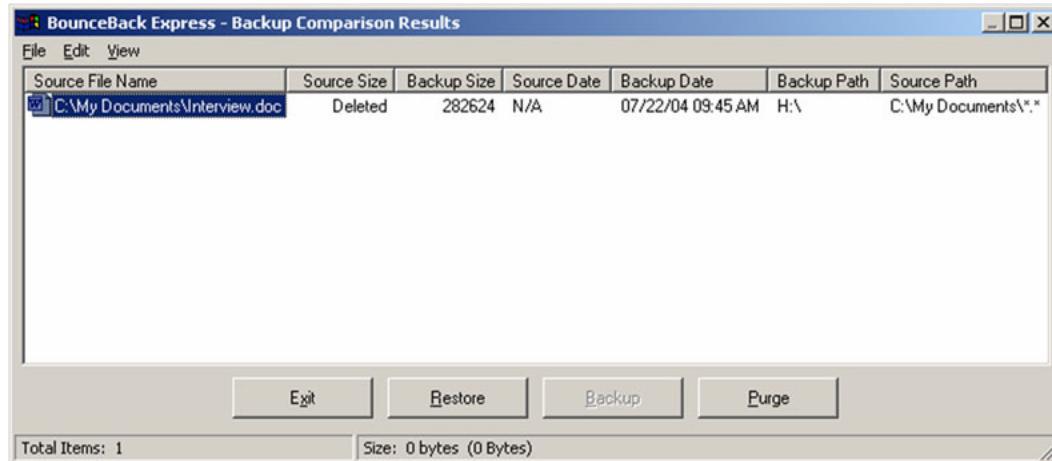


- Choose Once, Daily, or Monthly and set the appropriate time and days.
- Click **OK**.

Your backup will now launch on the specified days at the specified times.

Using the Backup with Compare List

Some users might wish to view all folders and files, after an initial backup, before they are backed up to the backup drive. The **View Comparison List Before Backup** option creates a list of the files that differ between the data stored on the external HDD and the hard drive in your computer.



Each of the menu items at the top of the BounceBack Comparison window are utilized as follows:

File Menu

The file menu has the following commands:

- **Backup**—Select this command to back up the files you select in the external HDD Comparison Results window. This command performs the same function as the Backup button.
- **Restore**—Select this command to recover or restore the files you select. This command performs the same function as the Restore button.
- **Exit**—Exits the Compare List and cancels the backup.

Edit Menu

The Edit menu has the following commands:

- **Select All**—Selects all of the files and folders in the Compare List
- **Invert Selection**—Changes the selection to include the files you did not originally select and exclude the ones you did originally select.

View Menu

Use the View menu to selectively view the types of files in the Compare List.

- **Missing**—Displays only the files that have never been backed up to the external HDD.
- **Changed**—Displays on the files that exist on both drives, but are different.
- **Deleted**—Displays on the files that exist on the external HDD but are no longer on your computer.
- **All**—Displays all files.

BounceBack Comparison Button Functions

Backup Button

The Backup button is enabled only for Missing and Changed files in the Compare List and works in the following manner:

- **Missing**—This will back up files to the external HDD which exist on the source drive but are not currently on the external HDD.
- **Changed**—This will back up the version of each file selected as it exists on the external HDD to the source drive. This operation will overwrite the current copy of each file that exists on the source, even if the file is newer.
- **Deleted**—This will restore all the deleted files you select for restore back to the source drive. This is a good way to recover files you mistakenly deleted from your source drive but still exist on the external HDD.

Purge Button

The Purge button is enabled only for Deleted files in the Compare list and works in the following manner:

- Deleted—This will remove all the files you select from the external HDD which no longer exist on the source drive.

NOTE: It is good practice to frequently purge from the external HDD those files and folders that have been deleted from the source drive. For more information, refer to “Removing Deleted Files from the External HDD.”

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